

Adjutant General's Department

6/15/2012

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

- Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.
- **APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.**
- All positions require a security check.
- Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

<i>Open to:</i> 1-Present State employees of TAG Dept 2-All State employees' 3-Public					
<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Wichita	1,2,3	Unclassified Full-time	NEW Supervisor Structural Shop https://www.da.ks.gov/ps/pub/reginfo.asp?id=172075	184 th CE McConnell	July 1, 2012
Wichita	1,2,3	Unclassified Full-time	NEW Electrician https://www.da.ks.gov/ps/pub/reginfo.asp?id=172066	184 th CE McConnell	July 1, 2012
Topeka	1,2,3	Unclassified Full-time	Program Consultant II – EMPG Grant Manager https://www.da.ks.gov/ps/pub/reginfo.asp?id=172059	KDEM	July 1, 2012

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

NEW Supervisor Structural Shop **Kansas Air National Guard – McConnell AFB – Wichita, KS**

Requisition # 172075 – Open until July 1, 2012 – Full time, unclassified with benefits, state position, \$19.65 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 P.M.

Job Description: Supervisor Structural Shop: Supervise the maintenance and repair staff as well as assisting the staff with completing their tasks. These maintenance and repair tasks include carpentry, electrical, HVAC, windows/doors, ground maintenance, facility alterations including wall systems, doors, suspended ceiling systems, floor cover, and any other facility related repair. The team also performs preventive maintenance on building systems and building equipment.

Minimum and Preferred Qualifications: Requires five (5) years of experience performing facility maintenance and repairs on major and minor building systems. Prefer one (1) year of supervisory experience.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172075. The Adjutant General's Department is an Equal Opportunity Employer.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.

Stephanie Burdett: 785-274-1460 Marti Stadler: 274-1392 Jo Boswell: 274-1391

NOTE: On-line application and listing of other State Vacancies are available on the Internet, www.jobs.ks.gov

NEW Electrician **Kansas Air National Guard – McConnell AFB – Wichita, KS**

Requisition # 172066 – Open until July 1, 2012 – Full time, unclassified with benefits, state position, \$17.80 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 P.M.; may be required to work outside normal hours on occasion.

Job Description: Electrician: Tasks include electrical troubleshooting of facilities equipment such as gates, overhead doors, fire/security/mass notification systems as well as preventative electrical maintenance, electrical construction and repair, office lighting and controls, working with medium voltage as well as typical 480/277/208/120 voltage building systems. Performs other trades as needed, such as: carpentry, mechanical and grounds maintenance.

Minimum and Preferred Qualifications: Journeyman license and/or formal training preferred but not required, minimum of three (3) years experience with electrical troubleshooting and maintenance. Must be able to work at heights up to 100 feet, lift/move 80 pounds, and have normal color vision.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

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Program Consultant II – Grant Manager **Kansas Division of Emergency Management, Topeka, KS**

Requisition # 172059 – Open until July 1, 2012 – Full time, unclassified with benefits, state position, \$21.13 per hour. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m.

Job Description: Program Consultant II – Emergency Management Performance Grant Manager: Responsible for independently planning, organizing, and administering the Emergency Management Performance (EMPG) Grant program. Employee is responsible for development of grant guidelines, budget development, administering the grant application, monitoring of sub-awards, and submission of quarterly reports. Also responsible to develop and maintain a comprehensive database to manage the aspects of the grant. This position also supports other regional and statewide programs, and the emergency operations center.

Minimum and Preferred Qualifications: Requires two (2) years of education, training and/or experience in Microsoft Office, developing documents, spreadsheets and databases. Prefer skills in grant management and background in the emergency services or emergency management fields. Must also process the ability to obtain and maintain Kansas Certified Emergency Manager accreditation.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

How to Apply: The application process has 4 STEPS.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>

(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to janice.l.harper@us.army.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Janice Harper (785) 274-1386 or Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. Please reference Job Posting #172059. The Adjutant General's Department is an Equal Opportunity Employer.

++SHR, Adjutant General's Dept., 2800 SW Topeka Blvd, Topeka, KS 66611, (785) 274-1391 or 1392.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.